UNITED NATIONS **ST**

Secretariat

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INFORMATION CIRCULAR

To: Members of the staff

From: The Director of Personnel

Subject: 1994 COMPETITIVE EXAMINATION FOR ARABIC PROOFREADERS

Corrigendum

Paragraph 2

For the existing text substitute

2. The examination is open to staff members of the United Nations at the P-2 level and below who meet the eligibility requirements. Staff members from subsidiary organs of the United Nations as well as staff members whose service is limited to the United Nations Environment Programme (UNEP), the United Nations Centre for Human Settlements (Habitat) or special missions are considered outside candidates for the purpose of this examination. Staff members who are successful in this examination and are selected for inclusion in the roster will normally be assigned to fill vacancies as they occur in the Copy Preparation and Proofreading Section, Interpretation, Meetings and Documentation Division, Office of Conference Services, of the United Nations Secretariat in New York. Proofreaders are expected to serve a MINIMUM OF FIVE YEARS in a language post. The assignment of staff members of the United Nations who are successful in the examination and are selected to fill vacancies will be subject to the conditions set out in paragraphs 10 and 11 below.

Paragraph 10

For the existing text substitute

10. Staff members selected to fill vacancies will be assigned as Arabic proofreaders for a trial period of two years. Staff members at the P-1 level or below will receive a special post allowance to the P-2 level. Staff members at the P-2 level will be assigned at the P-2 level.

Paragraph 11

For the existing text substitute

11. Staff members with a special post allowance to the P-2 level who complete the trial period successfully and are recommended by the Office of Conference Services and the Office of Human Resources Management will be promoted to the P-2 level. Staff members already at the P-2 level who complete the trial period successfully will be confirmed in their proofreading functions at the P-2 level. Staff members who do not complete the trial period successfully will be reassigned to posts at their previous level and the special post allowance, if any, will be discontinued.